

Town Manager's Monthly Report for April 2020



TOWN MANAGER'S UPDATE ...

- Attended Senator Coons conference call – April 2, 2020.
- Attended Governor Carney's briefing – April 6, 2020.
- Attended via conference call Delaware Strategies for State Policies and Spending – April 7, 2020.
- Conference call with Dr. Tam Beebe Healthcare – April 8, 2020.
- Senator Coons conference call – April 9, 2020.
- Governor's press conference – April 9, 2020.
- Conference – IPA Local Support Needs – April 10, 2020.
- Governor's Conference Call – April 14, 2020.
- Public Assistance Training DEMA/FEMA – April 17, 2020.
- Zoom Training Back to Basics – April 14, 2020.
- Webinar Budgeting During a Crisis – April 17, 2020.
- Governor's Call – April 22, 2020.
- ACT Call – April 23, 2020.
- Delaware State Office of Tourism Call – April 24, 2020.
- ACT Managers Call – April 27, 2020.
- Recovery Town Hall – April 27, 2020.
- Delaware Coastal & Ocean City Coordination – April 27, 2020.
- ACT Call – April 28, 2020.
- Call for Beach Patrol Captain – April 30, 2020.
- Call 2020 Beach Water Quality Management – May 1, 2020.

UPDATES FROM DEPARTMENTS

Sidewalks

- \$496,266 for replacement of six blocks of sidewalk was included in the State's bond bill. Representative Gray was instrumental in accomplishing this.
- Representative Gray was able to include \$250,000 in the State's bond bill for Coastal Highway Sidewalks.
- We have received approval from the State to begin work.
- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY21-FY26 DelDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We attended the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023, right-of-way work will begin in July 2025, with construction beginning most likely in July 2026.
- We are seeking proposals for engineering work on a five-block sidewalk project scheduled to begin in Fall of 2020.

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- Met on October 8, 2019 to discuss Kercher proposal.
- Met on November 20, 2019 to discuss Century Engineering proposal.
- We are recommending the Century Engineering proposal be accepted.
- Kick off meeting was held on January 28, 2020.
- CTF funding approved and equipment ordered.
- Initial Plans were presented in May 2020.

Dredging

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- We are currently seeking proposals from two engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.
- Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- We are working with Anchor QEA to set up a site visit.
- A kick-off meeting with our engineer, Anchor QEA, and Freeman and Company was held on October 16, 2019.
- The site visit was held on October 28, 2019.
- Engineering work is currently being conducted.
- Along with Council Members Merritt, Weistling, Consultant Tony Pratt, met with Anchor on March 9, 2020 to discuss project and next steps.

Budget FY 2021

- Departments have been working on assembling their FY 2021 budgets.
- Departments turned in their budgets on March 6.
- The Finance Manager and I are working on assembling the budget package for FY 2021.
- Budget review will be conducted in June versus May. This was decided so that we will have better data on how the pandemic is affecting our revenues. We will have the months of March, April, and part of May as real experience.

Coronavirus

- Adopted COVID-19 leave policy.
- Adopted telework policy and form.
- Investigated teleconferencing tools.
- Drafted checklist for teleconferencing meetings.
- Drafted script for teleconferencing Council meetings.
- Coordinated efforts to continue operations remotely.
- Coordinated staff safety measures – alternating staff remote working and in office.

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- Secured buildings.
- Stocked supplies to reopen safely.
- Developed re-opening procedures for Beach, Town offices and facilities.

Next week we are opening the beaches. We have taken steps to ensure the staff remains safe throughout the summer. We are all adapting as we go.